

ISLAND COUNTY CIVIL SERVICE COMMISSION

P. O. BOX 5000 - COUPEVILLE, WA 98239-5000

360-678-7975 – Please leave a message.

Email Address: l.meehan@co.island.wa.us

EXAMINATION ANNOUNCEMENT AND INFORMATION SHEET

CIVIL/RECORDS CLERK, NON COMMISSIONED

CLOSING DATE: Friday, November 15, 2016. Application documents must be received by 11/15/16.

SALARY: Entry: \$15.45/hour

PAY GRADE: S-4

JOB DESCRIPTION AND DETAILS: <https://www.governmentjobs.com/careers/islandcounty/classspecs/1121940>

Read this announcement in its entirety. It contains information about the application and Civil Service Examination process that is necessary for a complete application.

This is a basic entry position with the Island County Sheriff's Department which requires Civil Service examination. Employee in this position is responsible for providing clerical and administrative support for the Island County Sheriff's Office with assignment to the Civil (Administrative) Division.

Job posting and application can be found at <https://www.governmentjobs.com/careers/islandcounty> .

The application process is designed to determine your eligibility and is part of the Civil Service Examination. To apply for this position you must complete the online Island County Employment Application and upload/submit the following:

- A screen print from the website <http://www.typingtest.com/> which demonstrates an adjusted keyboarding speed of 50 wpm, using the 3(three) minute test of "Tigers in the Wild".
- Authorization to Release Information – found on employment application link .

You are encouraged to submit/upload a cover letter and a resume in your application package. Your resume should contain your work history, educational history, including major courses of study and a history of training courses that directly affect your ability to perform as Records/Clerk. Your application materials including application forms, certificates, cover letter and resume will be evaluated as part of the Civil Service Examination process.

If you are claiming Veteran's Scoring Criteria Status, please submit/upload the Claim for Veteran's Criteria Status form and include a copy of your latest military discharge DD Form 214 **Member -4** copy.

Incomplete applications will not be accepted.

Qualified applicants will be invited, by email, to participate in a written examination offered in Coupeville one evening in the last week of November (time and date will be provided as they are confirmed). This is a multiple choice examination which evaluates grammar, reasoning, written instructions and document proofing. All qualified applicants may be asked to complete a short essay question (s). You must obtain a score of 70% or greater to pass the examination.

As a result of this Civil Service Examination a Civil Service Eligibility Register will be established. Applicants will be placed on this register in rank order by their score achieved on the written examination. Applicants will be certified from this register to fill vacant positions in accordance with local Civil Service Rules. As a county agency, the Island County Sheriff is subject to the "Rule of Three" which means is that

the appointing authority/Sheriff may consider the top three candidates for each position/vacancy. Among those candidates, he may choose any one of the candidates he determine best fits the needs of the department.

If selected for placement from a Certified Register, you will be required to meet the following: pass a polygraph & psychological evaluation, satisfactorily complete a background investigation and complete a one-year probation period.

All notifications regarding this process, including updates/changes to testing dates and times will be sent to you by email, unless you express a preference otherwise by written notice,

If you have any questions about this Civil Service Examination, please contact the Island County Civil Service Commission Secretary/Chief Examiner, Linda Kast Meehan. Email address - l.meehan@co.island.wa.us.

Linda Kast Meehan
Secretary/Chief Examiner

NOTE: This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract.

ISLAND COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER